



# Submitting **supporting** documentation

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**When submitting your supporting documentation to us, simply refer to our helpful tips and you can be confident that this will help speed up the application process for you.**

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- > We accept scanned copies or photographs of supporting documents
- > Ensure all documents are clear and include the information we need to progress your client's application
- > Check you have the correct documents. A list of requirements is shown overleaf
- > All documents should be submitted within 10 days of submitting the full application
- > Documents must be submitted in one of the following formats: MS Office attachments, PDF, JPEG, PNG, BMP, GIF, ZIP
- > You can submit all supporting documents to us in one of three ways:
  - You will be prompted within VMO to upload your documents once you have submitted your application
  - You can upload supporting documents to VMO at any time once your application has been submitted
  - Use the Secure Document Transfer link which we will email to you following completion of an application. Secure Document Transfer links are unique and case specific and should only be used to upload supporting documents for the case referenced in the email you receive

Alternatively, you can send documents to:

Mortgage Processing  
Virgin Money  
Jubilee House  
Gosforth  
Newcastle upon Tyne  
NE3 4PL

## Key documents

### Employed applicants

Last monthly payslip or four weekly payslips.

For variable pay that's weekly or monthly we'll need the last two monthly payslips or last eight weekly payslips.

For variable pay that's annual, half-yearly or quarterly we'll need the payslip(s) showing the bonus paid for the last year or the latest P60. If the variable pay exceeds basic income we'll need the payslip(s) showing the bonus payments for the last 2 years or the latest 2 years P60s.

If the loan is greater than £1m, we need the last two years' P60s.

If the client provides handwritten payslips and/or P60, is paid in cash or employed by a family member, please supply two of the last four months' bank statements (to correspond with the payslips provided) to evidence their salary.

Where your client is unable to provide a copy of the latest P60, we will accept one of the following substitutes:

- > Last payslip in previous tax year
- > Duplicate P60 from employer
- > P45 from previous employer
- > Letter from HMRC to evidence last year's earnings
- > Statement of earnings from the employer to confirm all information which would be on a P60 (this must be on company letterhead)

### Self-employed applicants

The customer is considered as self employed if they have a shareholding of 20% or more in a business, or a customer with a small shareholding in a large Limited Liability Partnership (LLP).

We will require access to two years of business accounts, during which period we will need to see that the business has been profitable.

If the customer is classed as self employed by way of having a 20% or more shareholding in a Limited Company, HMRC SA302s are not acceptable as income verification.

For Limited Company Directors the last two years' full accounts and latest month's business bank statement will be required. We will also request an accountant's covering letter on your behalf. For Sole Traders and Partnerships we require the last two years' SA302s and corresponding Tax Year Overviews. The latest month's business bank statement must also be provided.

### Additional BTL Properties

- > Copy of in date tenancy agreement or bank statement to show rent received (one-two properties)
- > Consent to Let agreement from lender if residential mortgage
- > Portfolio of properties including mortgage details and confirmation that rent received is acceptable (three or more properties)

### Gifted Deposits

If the deposit is gifted, the person making the gift needs to complete our Gifted Deposit template available from our website.

### Regular & Essential Expenditure form

This must be completed when the Decision Certificate requests it.

### Interest Only Loans

You will need to provide us with documentary evidence of the repayment strategies. Periodically, we will ask your client to provide us with information on the performance of the repayment strategy.

### Execution Only Confirmation Form

Required for all execution only applications and sent together with supporting evidence.

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## Want to know more?

Talk to your dedicated

**Business Development Manager.**